DOCUMENT RESUME

ED 473 837 EF 006 241

TITLE	State Relocatable Classroom Program Handbook.
INSTITUTION	California State Dept. of General Services, Sacramento. Office of Public School Construction.
PUB DATE	2002-03-00
NOTE	16p.; Update of ED 440 517.
AVAILABLE FROM	For full text: http://www.documents.dgs.ca.ca.gov/ OPSC/pdf-handbooks/Relocatable_handbook.pdf.
PUB TYPE	Guides - Non-Classroom (055)
EDRS PRICE	EDRS Price MF01/PC01 Plus Postage.
DESCRIPTORS	Mobile Classrooms; Public Schools; *Relocatable Facilities; *State Regulation
IDENTIFIERS	*California

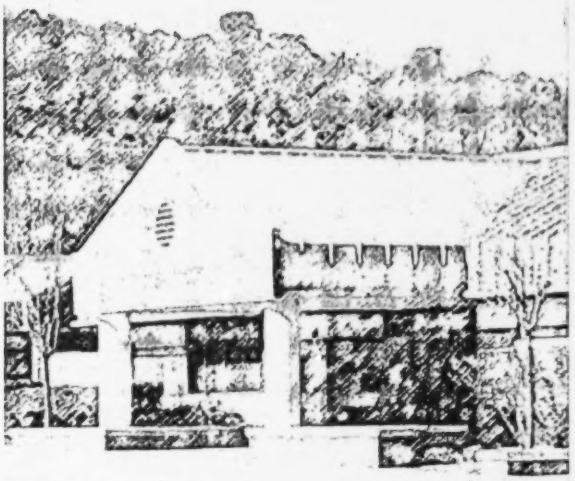
ABSTRACT

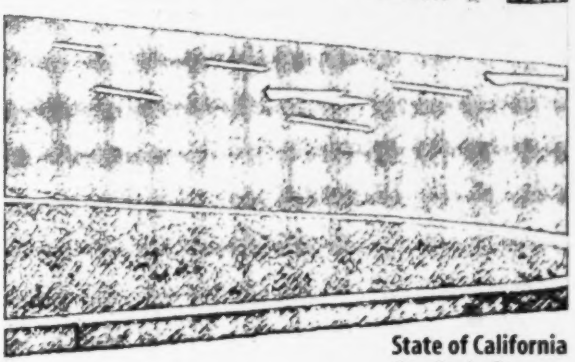
This handbook provides process information on California's relocatable classroom program and contains the application process, information on preparing for delivery of relocatable classroom(s), district responsibilities regarding relocatable classroom(s), and documentation required for reimbursements. It also discusses regulations regarding special circumstances such as building plans and alterations, removal/relocation of state relocatable classrooms, and district purchasing or "buyout" of state relocatable classroom(s). Furniture and equipment regulations conclude the document. (GR/EV)

Reproductions supplied by EDRS are the best that can be made
from the original document.

ED 473 837

State Relocatable Classroom Program Handbook





March 2002

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

Luisa Park

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

1

Prepared by the
Office of Public School Construction

on behalf of the
State Allocation Board
1130 K Street, Suite 400
Sacramento, CA 95814

916.445.3160 Tel
916.445.5526 Fax
www.opsc.dgs.ca.gov

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

State of California
Gray Davis, Governor

State and Consumer Services Agency
Aileen Adams, Secretary

Department of General Services
Barry D. Keene, Director
Dennis Dunne, Chief Deputy Director

Office of Public School Construction
Luisa M. Park, Executive Officer
Karen McGagin, Deputy Executive Officer

Full text available at:
http://www.documents.dgs.ca.gov/OPSC/pdf-handbooks/Relocatable_handbook.pdf

EF 006 241

BEST COPY AVAILABLE

Table of Contents

Preface 1

About this Handbook 1
About the Format 1
Updates 1

Overview 3

Introduction 3
Eligibility Criteria/Priority of Placement 3
Time Limit for Delivery 4
California Environmental Quality Act (CEQA) 4
Multi-Track Year-Round Education (MTYRE) 4

Application Process 5

Introduction 5
Documents Required before SAB Approval 5
Documents Required after SAB Approval 5
Placement Process after SAB Approval 5

Preparing for Delivery 7

Introduction 7
Site Preparation 7
Delivery to Site 7

District Responsibilities 9

Utility Costs 9
Lease Payments 9
Hardships 9
Maintenance 9
Insurance 9
Conditions of Occupancy 9

Reimbursements 11

District's Responsibilities 11
Documentation Required for Reimbursement 11
Reimbursement Amounts 11

Special Circumstances **13**

Building Alterations 13
Relocating a Classroom 13
Returning a Classroom 13
District Pre-Purchase 13
District Purchase or "Buyout"/Base Purchase Price Table 14
Documentation Required for "Buyout" 14

Furniture and Equipment **15**

Introduction 15
Ordering Furniture and Equipment 15

Forms **17**

Preface

About this Handbook

This handbook contains topics relating to the State Relocatable Classroom Program. These topics help organize the program's process and make it easier to locate specific information. The first topic is an "Overview" of the key points of the program. It also includes a description of the administering body of the law. The remaining topics follow the program's application process.

About the Format

Information is presented topically, eliminating the use of numbered section references. First, locate the topic you want using the Table of Contents. Then, you can quickly locate specific information on a particular topic by scanning key labels provided in the left margins.

The symbols used throughout this handbook have the following meanings:

- Bullets indicate lists of items or topics.
- Examples and exhibits generally follow topic discussions.

Updates

To obtain the latest version of this handbook you may download it from the Internet (at no cost):

- http://www.opsc.dgs.ca.gov

Overview

Introduction

The State Relocatable Classroom Program provides classroom facilities to School Districts and County Superintendents of Schools to house the districts' kindergarten through 12th grade student population. This handbook provides guidelines necessary to prepare an application under the provisions of the State Relocatable Classroom Law, Chapter 14, Part 10, Section 17085. (Previously Chapter 25, Part 10, Section 17785), Barclays California Code of Regulation, Section 1862.50.

Eligibility Criteria/Priority of Placement

On April 28, 1999, the State Allocation Board (SAB) revised the current eligibility criteria for funding priority levels to be consistent with the School Facility Program (SFP). The priority levels determine the order in which buildings will be approved for placement. The priority levels for placement are:

Priority Level	Criteria
A	**Facility Hardship**: eligibility based on the district having a SAB approved Lease-Purchase Program (LLP) hardship project, or a SFP facility hardship project; or, **Standard Eligibility**: eligibility based on the standard eligibility formula using basic teaching station loading standards "and a one year projection for Average Daily Attendance (ADA) as determined by the *Enrollment Certification Projection*, Form SAB 50-01 ; or, the district application for State Relocatable Classroom(s) may be based on "the number of teaching stations approved (but not yet constructed) pursuant to the SFP."
B	Elgibility based on unhoused community day pupils.
C	Eligibility based on the district agreeing to hire an additional teacher for the relocatable classroom.
D	Eligibility based on interim housing needs during a modernization project.
E	Eligibility based on: • licensed child day care programs; or • recreation and enrichment activity programs for school-age children on a school site.

Time Limit for Delivery

The following conditions shall apply to all applications for relocatable classroom(s):

- Districts must submit the completed site and building plans to the Division of State Architect (DSA) within 60 days of receiving the manufacturer's building plans from the OPSC or the building may be reassigned to another district.
- Districts must accept delivery of the relocatable classroom(s) within 60 days after it is deemed available by the OPSC or the building assignment may be reallocated.

California Environmental Quality Act (CEQA)

Districts must certify compliance with the California Environmental Quality Act (CEQA) on the *Application to Lease State Relocatable Classroom(s)*, Form SAB 25-2.

Multi-Track Year-Round Education (MTYRE)

Districts other than high school districts must certify on the *Application to Lease State Relocatable Classroom(s)*, Form SAB 25-2, that it meets the Multi-Track Year-Round Education (MTYRE) requirement addressing the feasibility of the district to proceed on a MTYRE calendar by the California Department of Education. Specific guidelines and requirements for MTYRE may be obtained from the:

Waiver and Review Committee
California Department of Education
School Facilities Planning Division
P.O. Box 944272
Sacramento, CA 94244-2720

Tel: 916.327.5462

Application Process

Introduction

To lease relocatable classrooms, the district provides initial information verifying eligibility. In addition, the district must certify that it meets the conditions as outlined on the *Application to Lease State Relocatable Classroom(s)* (Form SAB 25-2).

Documents Required before SAB Approval

The following documents are required to prepare an application for SAB approval of a relocatable classroom:

- *Enrollment Certification/Projection*, Form SAB 50-01
- *Eligibility Worksheet*, Form SAB 25-1
- *Application to Lease State Relocatable Classroom(s)*, Form SAB 25-2

Documents Required after SAB Approval

The following documents are required after SAB approval:

- *Site Readiness Certification*, Form SAB 25-3
- *Certification for Reimbursement*, Form SAB 25-4

Placement Process after SAB Approval

When relocatable classrooms are available and the OPSC has a completed application package, an item will be presented to the SAB for approval. After approval of the application, the district:

- Selects an architect, who performs the following:
  - Develops site plans for DSA approval.
  - Obtains the manufacturer's building plans.
  - Submits site and building plans to DSA within 60 days of obtaining manufacturer's building plans.
  - Delivers a copy of the DSA approved site and building plans to the OPSC and the building manufacturer or mover.
  - Assists the District with the selection of a site inspector.
  - Sends the *Verified Report*, Form DSA-6 and *Building Inspector Qualification Record*, Form SSS-5 for DSA approval.
  - Issues a final, 100 percent complete, *Verified Report*, Form DSA-6 for the DSA and sends copy to the OPSC.
  - Signs "Notice of Completion" for the DSA and the OPSC.
- Selects a site inspector (with the architect's assistance).
- Contracts for electrical services, if applicable.
- Purchases furniture and equipment.
- Accepts delivery of the classrooms within 60 days of plan approval or building availability.

Placement Process after SAB Approval...

- Signs "Notice of Completion."
- Obtains insurance for building.
- Submits Inspector of Record's 100 percent complete final *Verified Report* (Form DSA-6) to the OPSC.
- Signs lease agreement that was issued to the district by the OPSC and returns it for final processing.
- Occupies the building.
- Requests reimbursement for eligible costs on *Certification for Reimbursement*, Form SAB 25-4.

Preparing for Delivery

Introduction

The district is responsible for obtaining the architectural and on-site inspection services needed for delivery and placement of the relocatable classroom(s). The costs associated with the electrical hook-up, fire alarm hook-up and DSA plan check are reimbursable up to a maximum of $9,450.00 per classroom. The district is responsible for the insurance and normal maintenance of the relocatable classroom(s). These costs are not reimbursable by the SAB.

Site Preparation

The district, at its own expense, must make the following site preparation prior to the delivery of the relocatable classroom(s):

- Prepare a location on the school site that is cleared and graded with the elevation of a 30' × 50' pad within 9" of level in any direction. Buildings must be placed a *minimum of four feet apart.*
- Determine that the site has a minimum soil bearing capacity of 1,000 pounds per square foot.
- Build a pad at least 30' × 50', turf-free with at least 2 percent drainage to prevent water from ponding beneath and around relocatable(s).
- Place the relocatable(s) in location(s) clear of any sprinkler systems to reduce the problems of deteriorization, dry rot or rust. Any damage to the relocatable(s) resulting from unsuitable placement is a *maintenance responsibility of the district.*
- Ensure the location and access allow for maneuvering space of, or the entry turnaround and exit for, a large truck and trailer (85 feet clearance at front or back). Any damages to the district's property or to the site caused by inadequate maneuvering space for the delivery of a relocatable classroom(s) is the *responsibility of the district.*
- Furnish a hard surfaced walkway in compliance with Title 21, Chapter 1, Subchapter 2, of the California Administrative Code "Access Public Building by Persons with Disabilities."
- Connection of the building to an adequate fire alarm system in accordance with current law.

Delivery to Site

Relocatable classroom(s) will be delivered and installed by the building manufacturer or mover when the site plans have been approved by the DSA. The plans must indicate the building location, handicap access, fire alarm connection, and electrical service. Any deviations from the approved plan must be made by a change order approved by the DSA.

District Responsibilities

Utility Costs The completion of design and construction of the electrical and fire alarm connection is the responsibility of the school district; however, the districts will be reimbursed for the electrical hook-up cost in accordance with SAB policy. See page 11 for reimbursement amounts.

Lease Payments The district must make lease payments of $4,000 per year for each relocatable classroom delivered. The lease will start once the State contractor or manufacturer has completed set-up of the building and has submitted a *Verified Report*, Form DSA-6 to the OPSC, but not more than 30 days after delivery of the building to the site.

Hardships The SAB policy allows school districts that have a Lease-Purchase Program hardship project or a School Facility Program facility hardship project to be eligible for a rental decrease of $2000 per year. The reduced rental payment applies only to currently leased relocatable classroom(s) located on the site where the "hardship" project is approved. Districts must submit a written request for the reduced rent accompanied with an approved Facility Hardship (FH) SAB item.

Maintenance Pursuant to the terms of the lease, districts shall at their own expense undertake all necessary maintenance, repair, renewal, and replacement costs to ensure the relocatable classroom(s) are in good repair and working order at all times.

Insurance Districts are required to keep the property adequately insured at all times at their own expense, with extended coverage for vandalism and malicious mischief. The State must be listed as beneficiary against fire. Insurance effective date must commence on the date the manufacturer has completed delivery and set-up of the building.

Conditions of Occupancy The classroom(s) may not be occupied until the completion of the installation as evidenced by issuance of the architect and Inspector of Record's final, 100 percent complete *Verified Report*, Form DSA-6.

Reimbursements

District's Responsibilities

The district is responsible for obtaining the architectural and on-site inspection services needed to place the Relocatable Classroom(s). The cost associated with the site preparation, electrical hook-up, plumbing connection, DSA plan checking, insurance, and maintenance are also the district's responsibility. The district will be reimbursed up to $9,450.

Documentation Required for Reimbursement

The district must provide the following documentation for reimbursement:

- *Certification for Reimbursement*, Form SAB 25-4.
- The Architect's final 100 percent completed *Verified Report*, Form DSA-6.
- The Inspector of Record's final 100 percent completed *Verified Report*, Form DSA-6.

Reimbursement Amounts

The district may be reimbursed for the following costs per classroom:

Item	Reimbursement Amount
DSA/ORS Plan Checking Fees	up to $ 450
Eligible Architect Fees	up to $2,000
Eligible Electrical Hook-Up Costs	up to $3,500
Eligible Fire Alarm Hook-Up Costs	up to $1,000
Eligible On-Site Inspector Fees	up to $ 500
Furniture and Equipment	up to $2,000

Total reimbursement is limited to $9,450 per classroom.

Reimbursement requests must be submitted to the OPSC within 90 days of delivery or the district will be deemed ineligible for reimbursement.

Special Circumstances

Building Alterations

Relocatable classroom(s) may not be altered or modified in any way.

Relocating a Classroom

If the district has a greater need for a relocatable classroom(s) at another school within its jurisdiction, it may relocate the classroom(s) *at its own expense*. However, the district must notify the OPSC, in writing, *prior* to relocating the building. In addition, the district must obtain the DSA approval for the new site.

A copy of the architect and inspector's final, 100 percent complete, *Verified Report*, Form DSA-6 must be provided to the OPSC for the new site.

Returning a Classroom

To return a relocatable classroom(s) the district must send a letter to the OPSC stating the current site of building(s), address, and the OPSC building number(s) to be returned along with the date the district wishes to return the classroom(s).

The costs associated with relocatable classroom(s) return will be borne by the State; however, site restoration costs after termination of use of facilities are the responsibility of the district. The district is required to restore the relocatable classroom(s) to a "like new" condition and must assure that the relocatable classroom(s) is totally accessible to the moving contractor. If the moving contractor arrives at the site and the relocatable classroom(s) are not accessible (85 feet clearance at front or back), the school district will be responsible for any additional costs attributable to the move.

The State shall be allowed to leave the relocatable classroom(s) on the district site until such time as the State needs to remove them for delivery to another district.

District Pre-Purchase

The SAB policy dated July 22, 1987, allows eligible districts to purchase a relocatable classroom with their own funds when adequate funds are not available to the SAB. These costs may be authorized for reimbursement by the SAB when funds are subsequently made available. Contact the OPSC, State Relocatable Classroom Program Team, for details.

District Purchase or "Buyout"/ Base Purchase Price Table

Education Code Section 17089.2 allows school districts and County Superintendents of Schools to purchase State Relocatable Classrooms that were under lease on or prior to December 1, 1991, either by outright purchase or by a nine (9) year interest free installment payment plan. Installment payments shall be a minimum of $2,500 for the first year, $2,750 minimum for the second year, and not less than $3,000 for the third through ninth year, or until paid off. The purchase price to be paid by the district for each relocatable classroom is determined by utilizing the SAB's base purchase price reduced by the rental payments made by the district (see table below). Under no circumstance shall the purchase cost to the district be less than $4,000 per relocatable classroom. Contact the OPSC State Relocatable Classroom Program Team for additional details.

School Year	Base Price	School Year	Base Price
09/80–08/81	$32,500	09/86–08/87	$35,500
09/81–08/82	$33,000	09/87–08/88	$36,000
09/82–08/83	$33,500	09/88–08/89	$36,500
09/83–08/84	$34,000	09/89–08/90	$37,000
09/84–08/85	$34,500	09/90–08/91	$37,500
09/85–08/86	$35,000	09/91–12/01/91	$38,000

Documentation Required for "Buyout"

The district must provide the following documentation:

- *Application to Purchase State Relocatable Classroom(s)*, Form SAB 25-46
- *Application to Purchase State Relocatable Classroom(s) Attachment A*, Form SAB 25-46A

Furniture and Equipment

Introduction

Included with the relocatable classrooms are allowances for furniture and equipment to accommodate one teacher and up to 27 students.

Ordering Furniture and Equipment

Upon approval of the State Relocatable Classroom Application by the SAB, the district is authorized to order furniture to adequately equip a classroom. The OPSC will reimburse the district up to $2,000 per relocatable classroom for furniture and equipment which is included in the total reimbursement of $9,450 per building. (Refer to page 11 for more information regarding reimbursements).

Forms

The following forms are used in conjunction with the State Relocatable Classroom Program. It is the user's responsibility to check the OPSC's Web site (**SAB Forms**) for the most current version of the form as older versions of the form may not be accepted.

- SAB 25-1 – Eligibility Worksheet
- SAB 25-2 – Application to Lease State Relocatable Classroom(s)
- SAB 25-3 – Site Readiness Notification
- SAB 25-4 – Certification for Reimbursement
- SAB 25-46 – Application to Purchase State Relocatable Classroom(s)
- SAB 25-46A – Application to Purchase State Relocatable Classroom(s) Attachment A
- DSA-6 – Verified Report (available from the Division of the State Architect)

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement (OERI)
Educational Resources Information Center (ERIC)

NOTICE

REPRODUCTION BASIS

☒ This document is covered by a signed "Reproduction Release (Blanket)" form (on file within the ERIC system), encompassing all or classes of documents from its source organization and, therefore, does not require a "Specific Document" Release form.

☐ This document is Federally-funded, or carries its own permission to reproduce, or is otherwise in the public domain and, therefore, may be reproduced by ERIC without a signed Reproduction Release form (either "Specific Document" or "Blanket").